



Olive View-UCLA Medical Center

VACANCY ANNOUNCEMENT

REGISTERED NURSE II

PERI-OPERATIVE SERVICES

DAY SHIFT

Position Information

Olive View-UCLA Medical Center Peri-Operative Services is seeking a highly qualified and motivated individual for a Registered Nurse II position in Surgery Scheduling Office.

1. The RN II will function as the Surgery Scheduling Supervisor for the (3) Surgery Schedulers and will oversee and manage the surgery scheduling processes. Will assume role of preceptor and mentor while demonstrating an effective leadership style.

This position will work under the direct supervision of the Nurse Manager.

Essential Qualifications:

- A current and valid License to practice as a Registered Nurse issued by the California Board of Registered Nursing.
- Must be current and reachable on the Registered Nurse II certification list or currently hold the item
- Three (3) years of recent experience as a registered nurse in the O.R.
- Ability to serve as a professional role model and effective resource person for others.
- Assume accountability for leadership of the Surgery Scheduling Office (SSO).
- Assign and supervise work delegated to others, including clerical staff and others in the Surgery Scheduling Office and accept accountability for work delegated.
- Participates in evaluating performance of others, including goal setting during the evaluation process.
- Organize, develop standard operating procedures, implement and analyze surgery scheduling processes to ensure smooth function of the Operating Room
- Work collaboratively with surgeons, anesthesia staff, OR staff to fill the OR schedule.
- Create reports as directed by OR committee to provide relevant information related to surgical operations.
- Provide consultation to other members of the interdisciplinary team.
- Maintain confidentiality of all hospital and patient information according to HIPAA.
- Support OR staffing and workflow as necessary
- Participate in activities during ORCHID implementation
- Hold self and others accountable for meeting Peri-Operative goals

Desirable Skills

- Strong clinical background
- Strong verbal and written communication skills
- Self-motivated / Team Player
- Strong organizational skills and ability to prioritize
- Ability to work with various levels of staff to coordinate patient care.

Interested applicants should submit their resumes, their last two performance evaluations, and time record for the last year to:

Nurse Recruitment and Retention Center
14445 Olive View Dr.
Sylmar, CA 91342
Phone (818) 364-3317 Fax (818) 364-3326

Subject to closure without prior notice

EOE/posted 09-17-2015

***This is not an official examination bulletin**

WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET